

# GetFeedback

v2.6

## Quick Start Guide

**MERIDIA**  
AUDIENCE RESPONSE

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## Launching Get Feedback



**Get Feedback**

The application can be launched via the icon placed on the desktop, or through the Start button (**Programs** → **Get Feedback** → **Get Feedback**).

You can also open PowerPoint as normal (e.g. by selecting PowerPoint from the Start button menu or by opening a PPT file) and **Get Feedback** will start with it. New toolbar will be available: the *Get Feedback Toolbar*.

### Office 2007 & 2010

The Get Feedback Toolbar can be accessed by clicking the **Add-Ins** tab.

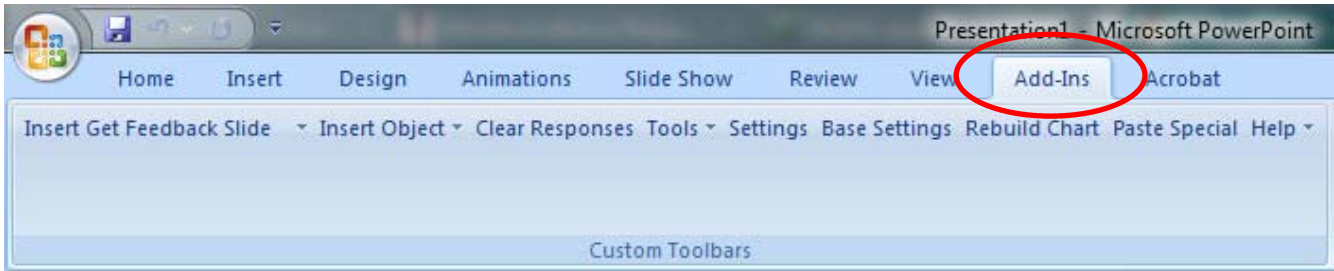


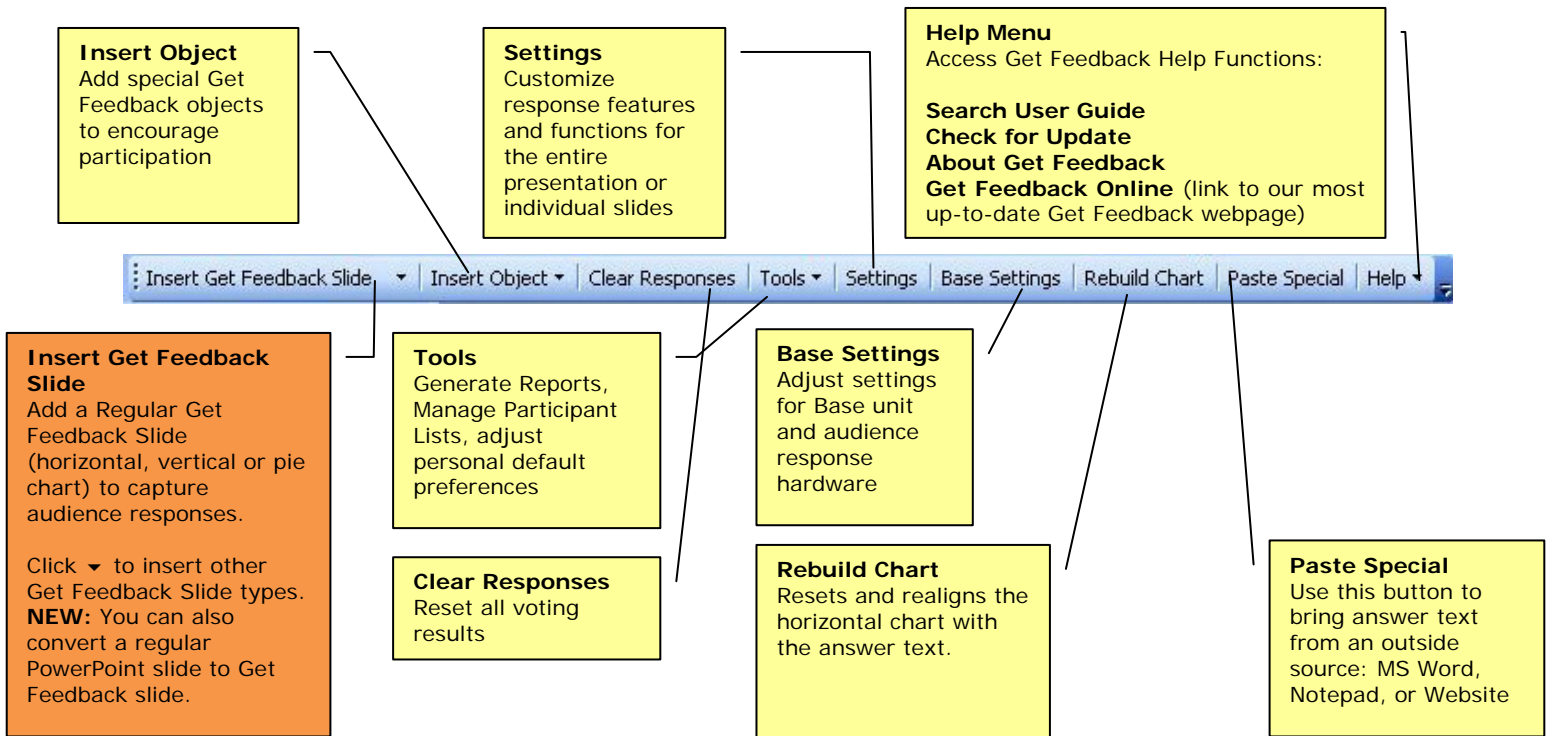
Figure 6 – Get Feedback toolbar in MS Office PowerPoint version 2007 is under Add-Ins tab

## Get Feedback Toolbar Overview

Installing *Get Feedback* adds a new toolbar to PowerPoint. This is the *Get Feedback Toolbar*.

The *Get Feedback Toolbar* provides nearly all of the functionality available in *Get Feedback*. From here, you can add special *Get Feedback* slides and objects, adjust *Get Feedback* settings and use *Get Feedback* tools such as Reports. See *Chapter 3 – Error! Reference source not found.*, *Chapter 6 – Error! Reference source not found.* and *Chapter 8 – Error! Reference source not found.* for full details.

All other PowerPoint toolbars and menus will function as normal. However, they can now be leveraged with *Get Feedback* to provide a powerful interactive response tool.



## Running your first Get Feedback presentation

This section illustrates how to create and run a simple [Get Feedback](#) presentation using a step-by-step approach.

Scenario: You are going to deliver a seminar about online fashion retailing. Although you have a standard PowerPoint presentation prepared, you would like to include several interactive slides created using [Get Feedback](#).

In this example, you are going to include three interactive questions using [Get Feedback](#) slides:

**How do you keep up to date with current trends in fashion?**

Newspaper  
TV  
Internet  
Talking with friends  
Other

**Have you ever purchased goods or services using the Internet?**

Yes  
No

**I buy clothes I like, regardless of current fashion.**

Strongly Agree  
Agree  
Neutral  
Disagree  
Strongly Disagree

Capturing audience responses using [Get Feedback](#) is as simple as four easy steps:



1. **Create Get Feedback Slides** – add interactive Get Feedback slides to a new or existing PowerPoint presentation
2. **Run Presentation** – deliver the interactive PowerPoint presentation to an audience
3. **Collect Responses**– immediately capture votes from your audience using Meridia's [Get Feedback Responder™](#) RF keypads
4. **Manage Results** – save responses and analyze using custom reports

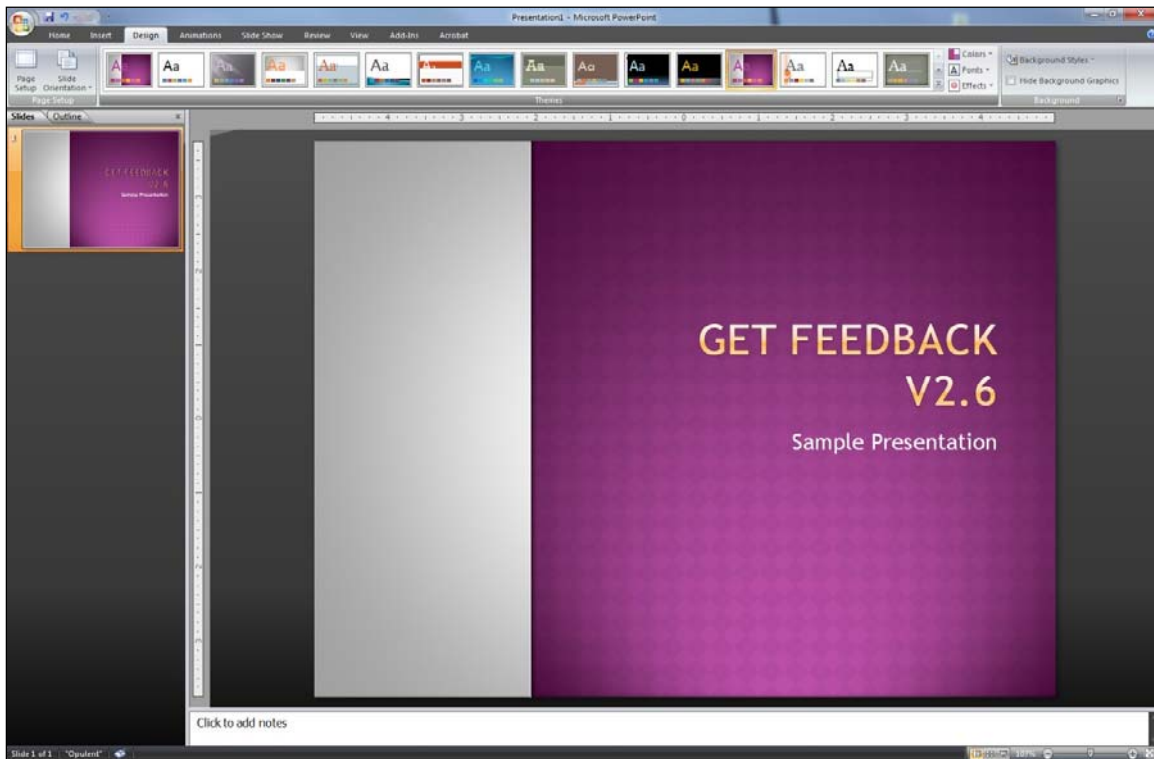


## Step 1: Create Get Feedback Slides

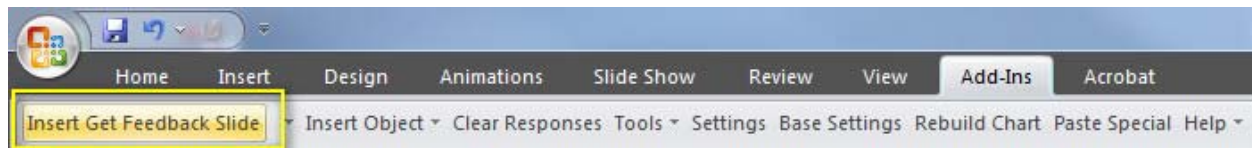
- Click the **New Blank Document** icon to create a new presentation. Pick a slide layout, color scheme and default design template as required.

NOTE: Depending on the chosen color scheme and template, your slides may vary from the slides illustrated here.

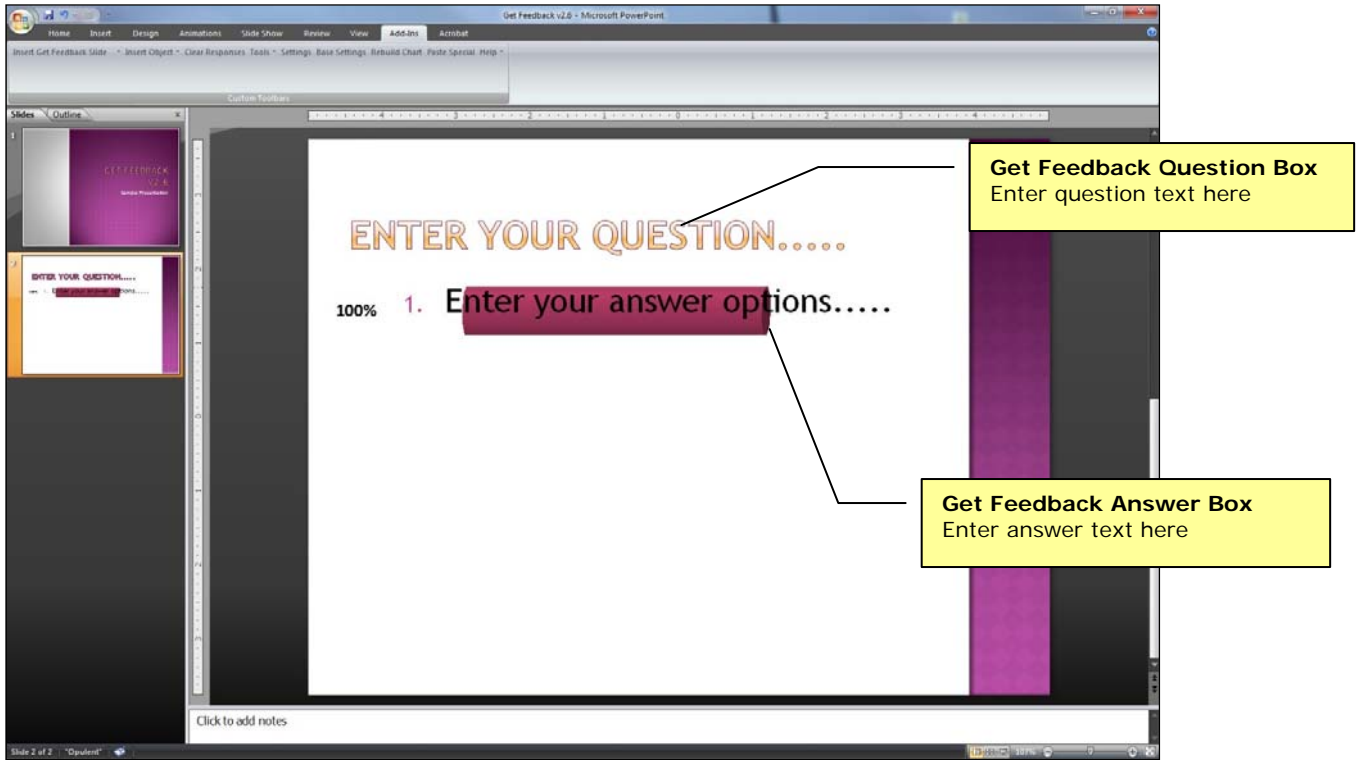
Add some text to the title slide, for example 'Get Feedback Sample Presentation'.



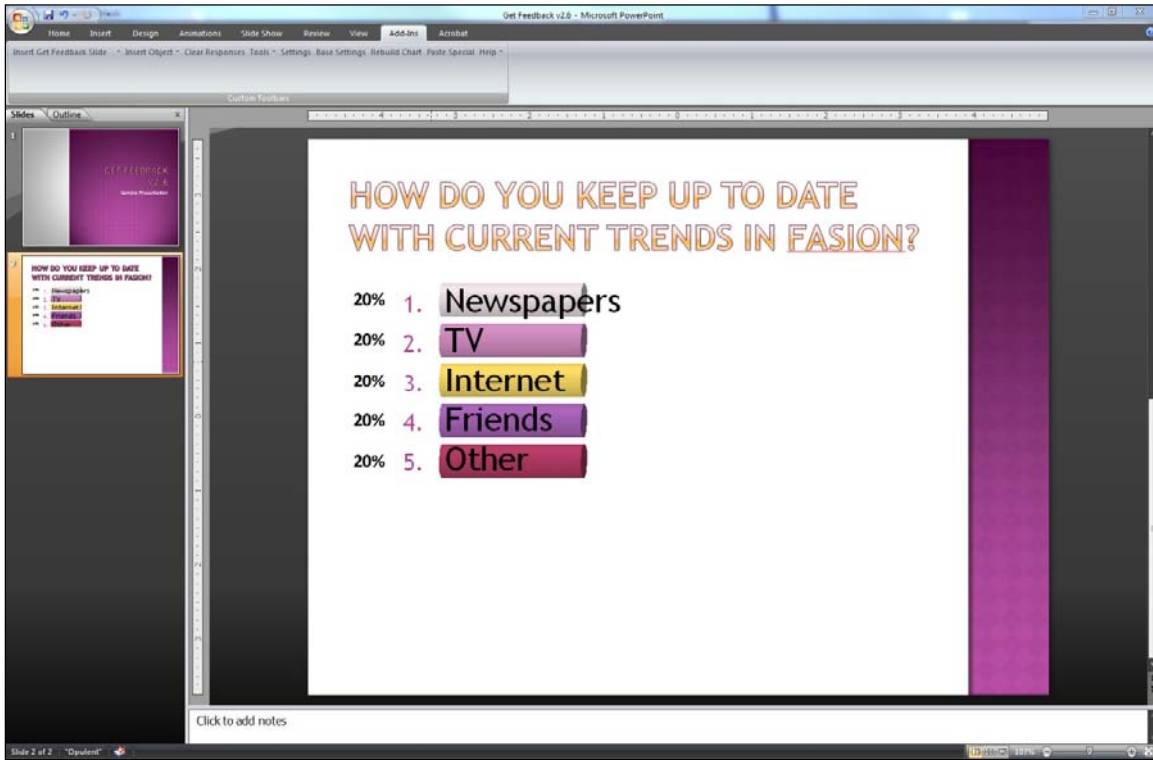
From the **Insert Get Feedback Slide** menu, click **Insert Get Feedback Slide**. This adds a [Get Feedback](#) slide template to the presentation. By default, a Horizontal Get Feedback Slide is added, but this can be changed to Vertical or Pie using **Settings**. Horizontal, Vertical and Pie slides are great for multiple choice questions. Each of these slide types can support up to 10 answer choices.



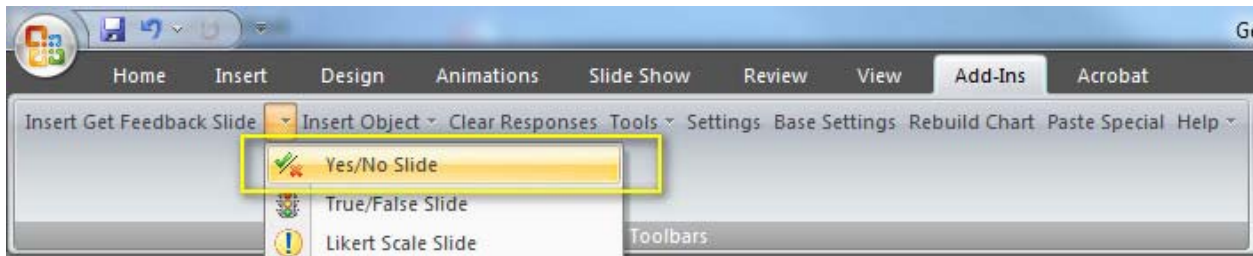
Enter question and answer data in the **Get Feedback Question Box** ('Enter your question') and the **Get Feedback Answer Box** ('Enter your answer options'). Use Enter/Return key after each answer choice to move to the next line.



After entering the new text, click outside the Question Box or Answer Region. The Get Feedback Slide will automatically reformat to include the question and answers, and the chart type (horizontal bars in this example):



The first slide has been added. Now, from the **Insert Get Feedback Slide** ▾ drop-down menu, click **Yes/No Slide**:

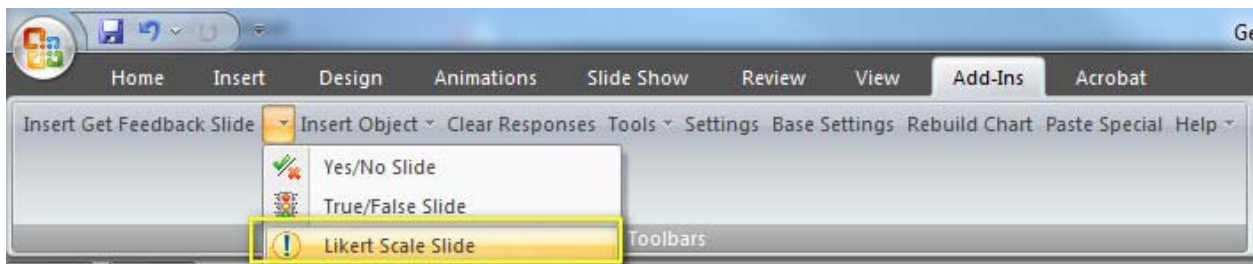


Replace the default text in the 'Do you agree' Question Box and click outside the box to update the slide. **Get Feedback** automatically provides the Yes / No alternatives as default answer choices.

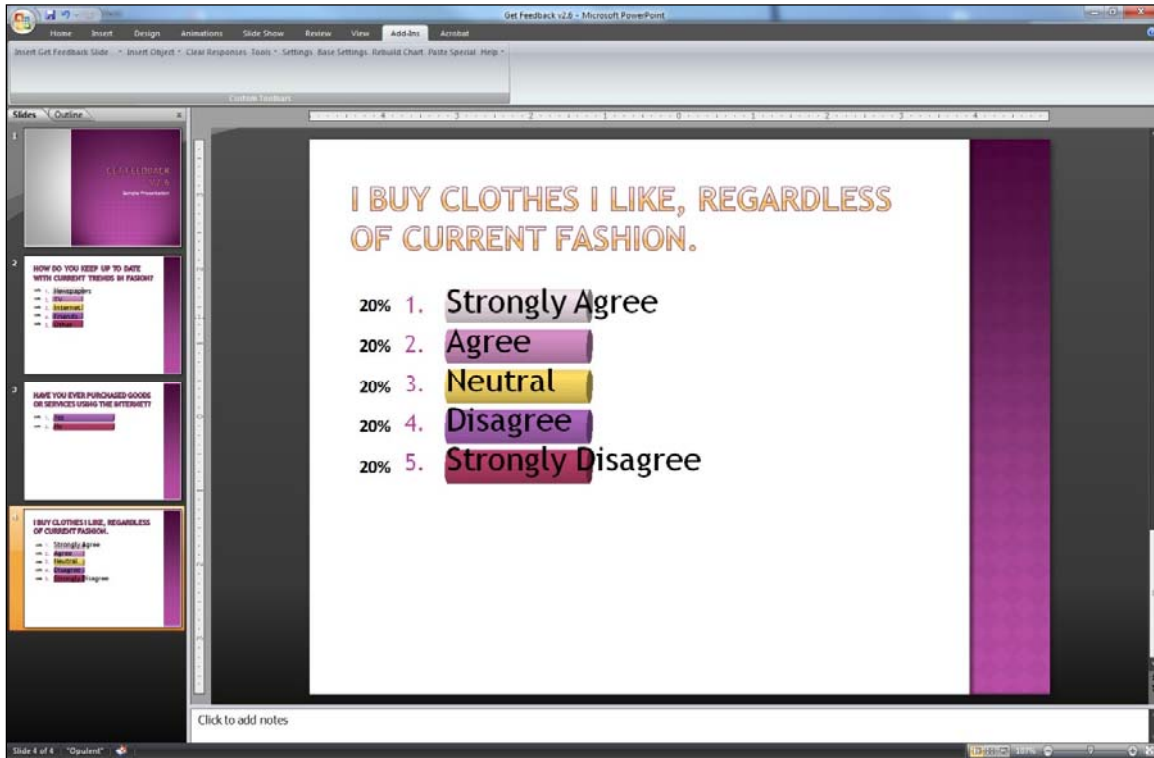
Remember, you can change the default text for both question text and answer text.



Now add the final slide for this sample presentation. From the **Insert Get Feedback Slide** drop-down menu, click **Likert Scale Slide**. Likert Scale slides measure the respondent's level of agreement with a specific statement.



Replace the text in the 'What is your opinion' text box and click outside the box to update the slide. Get Feedback automatically provides a standard five-point Likert answer scale.



You have now created a PowerPoint presentation including three Get Feedback slides that your audience will be able to vote on using their *Responder* keypads.

Although this presentation includes just three Get Feedback Slides, remember that there are eleven different Get Feedback Slide templates to choose from.

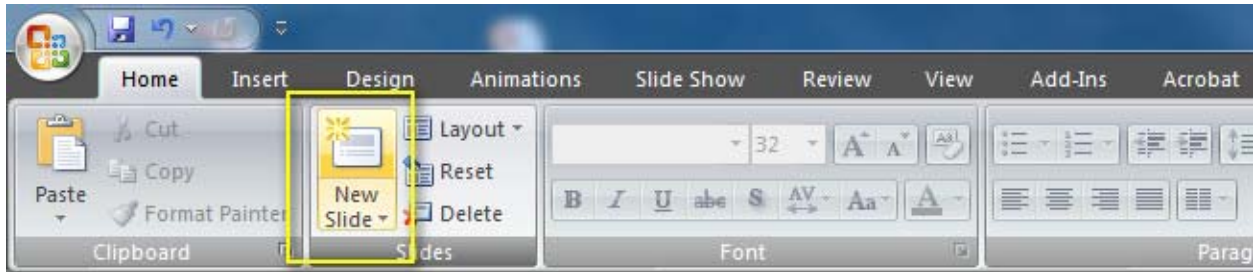


Click **Save** to name and save your presentation just as you would for any other PowerPoint presentation.

Let's learn something new now...

**NEW in v2.6: Convert to GF Slide**

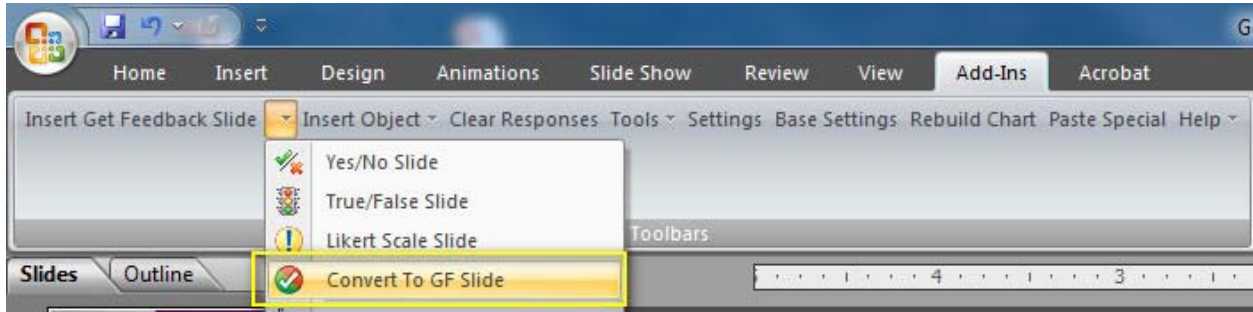
Now you can use a regular PowerPoint slide and quickly turn it into an interactive Get Feedback slide. Simply create a new PowerPoint slide (via the Home tab) with two text boxes: one for question text and one for answer text:



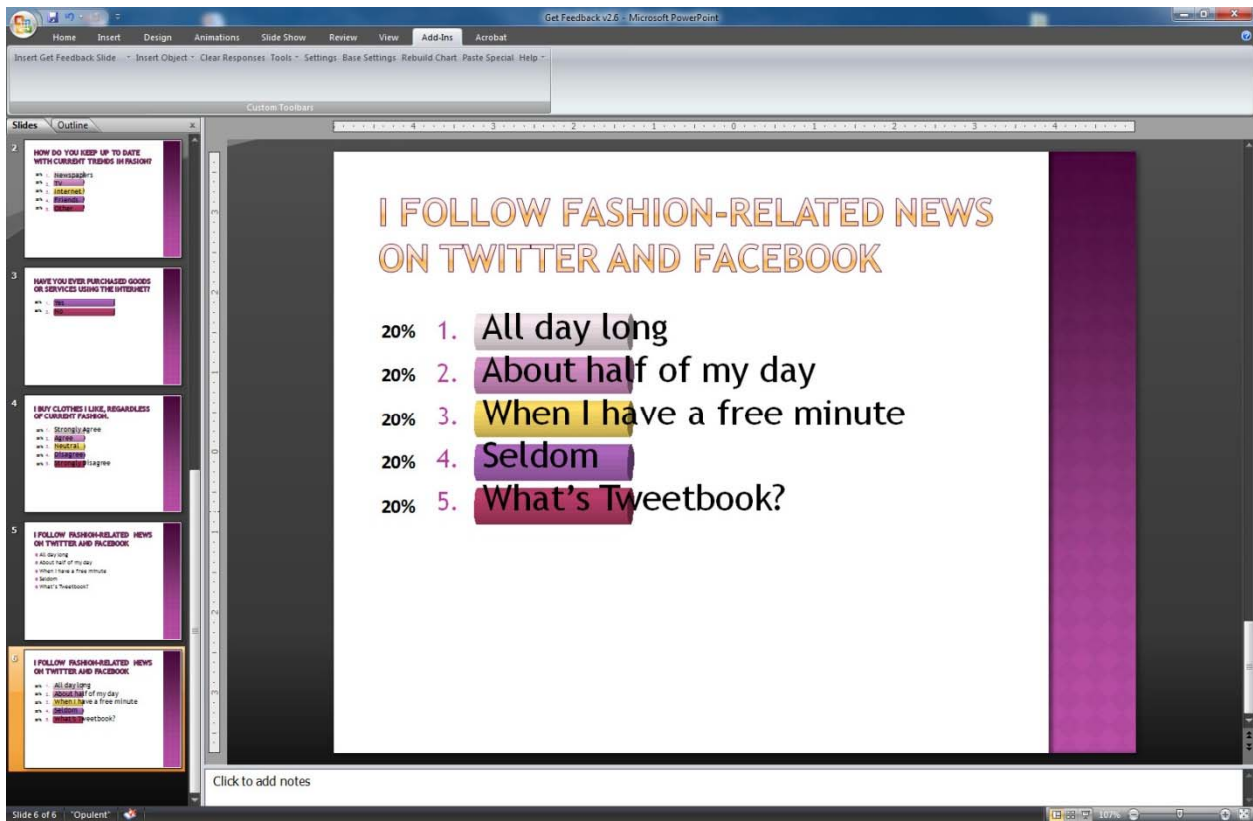
Then update the text in each box to match your goals:



In the Add-Ins tab, click on the **Insert Get Feedback Slide** ▾ drop-down menu, and select **Convert to GF Slide**:



The result should be a new GF slide created under (after) the regular PowerPoint slide:




In about five minutes, you've successfully created a set of four interactive slides, which allow you to collect votes from your audience. Let's learn how to control the presentation in Slide Show Mode...

## Step 2: Run Presentation

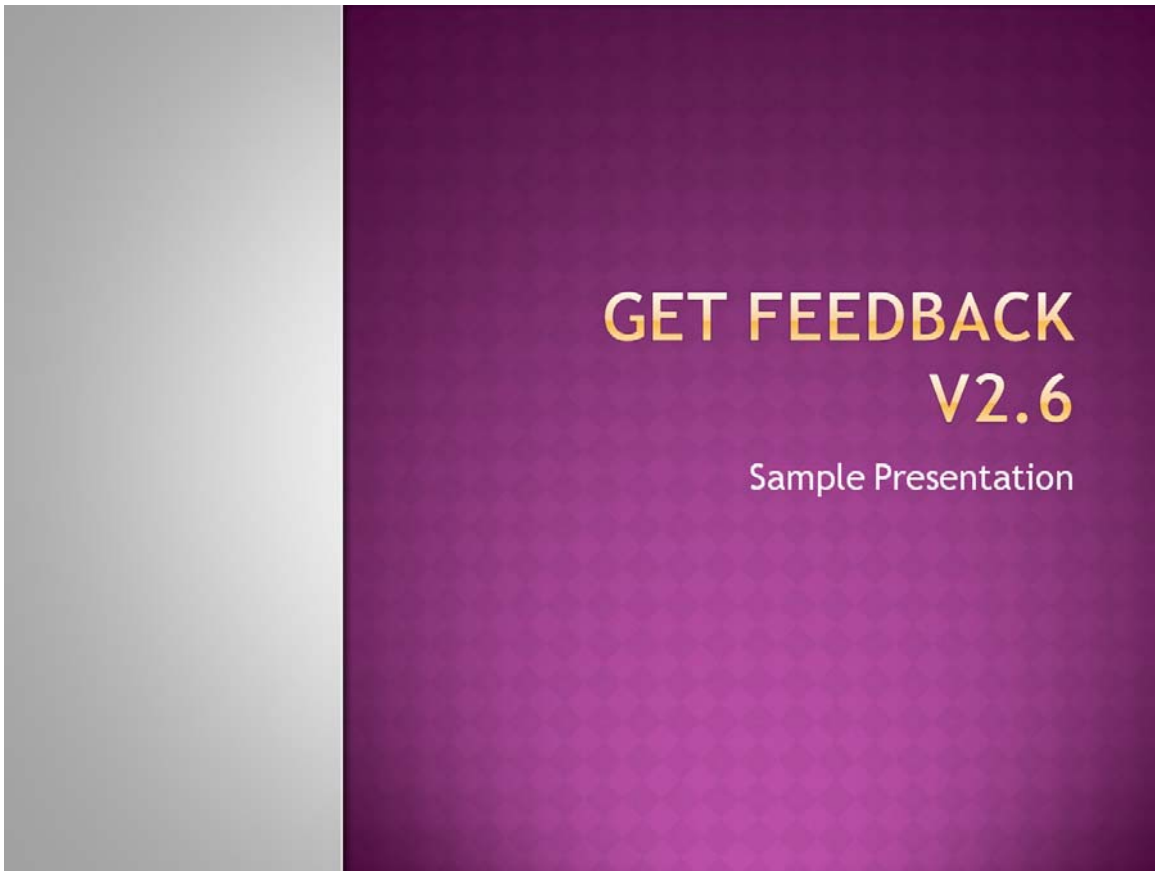
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 To run the presentation, from PowerPoint's **Slide Show** menu, click **View Show**. Alternatively, press F5. If you want to start the Slide Show from any *specific slide*, press Shift + F5.

After the usual title slide, using the standard navigation, move forward to the first ARS (Get Feedback) question/slide.

The presentation runs just like a regular PowerPoint presentation, except when you reach a [Get Feedback](#) slide. Please see *Chapter 5 – Error! Reference source not found.* for more details.





### Step 3: Collect Responses

Once a Get Feedback Slide is presented to the audience, the Polling Indicator displayed on the Get Feedback Control Bar changes to 'Polling Open'.

NOTE: Control Bar does not appear on *EVERY* slide by default, but you can adjust this using the **Settings** menu. See *Chapter 6 – Error! Reference source not found.* for details.

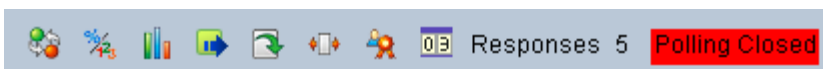
Get Feedback is now ready to capture audience responses.

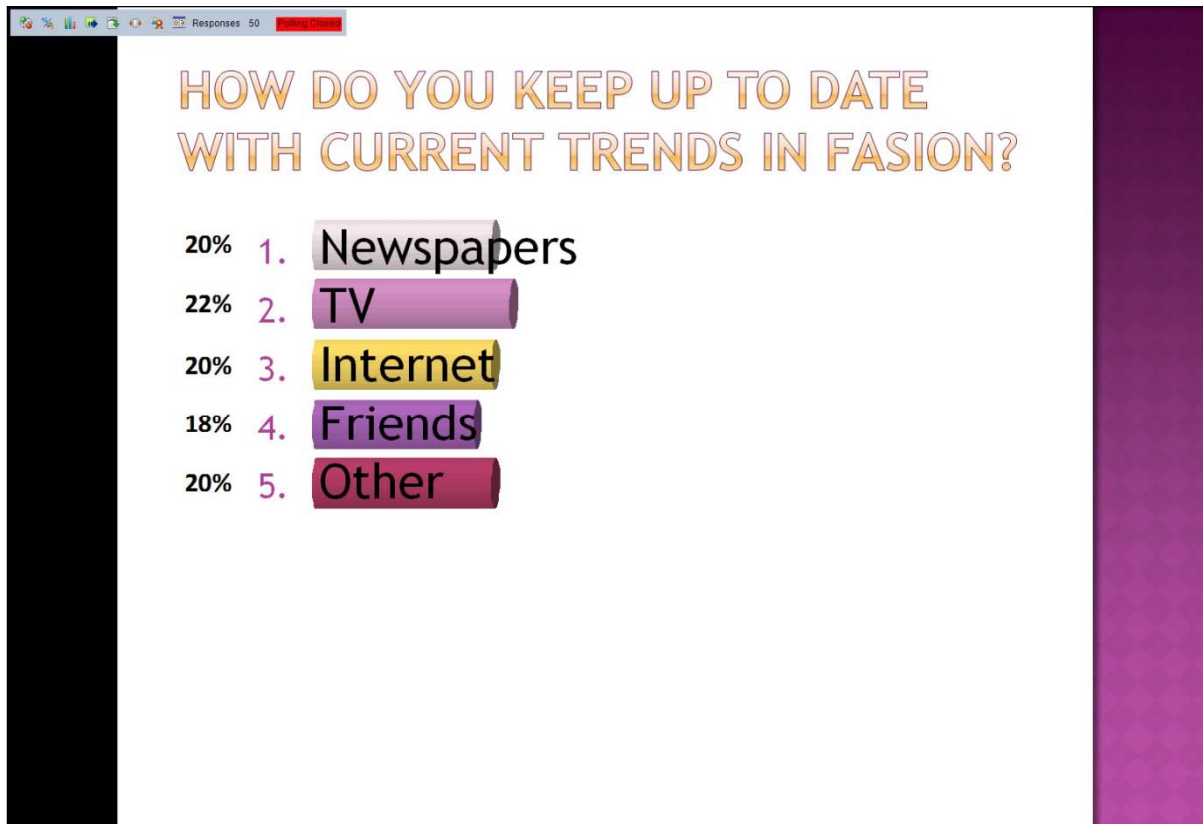


Instruct the audience to vote using the alphanumeric keys on their *Responder* keypads. Please see *Chapter 5 – Error! Reference source not found.* for more details about capturing audience responses.

Once all responses have been captured, mouse-click again or press the SPACEBAR key to close polling.

The Polling Indicator changes to 'Polling Closed' and the screen updates to reflect the votes cast:





Click again to continue to the next slide. Repeat the process for all Get Feedback Slides until the end of the presentation.



## Step 4: Manage Results

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Once the presentation has finished and audience responses have been captured, you can save all response data for further analysis.

Response data is stored within the PowerPoint .PPTX file itself. Saving the presentation will therefore save the Get Feedback results data as well.

Always remember the golden rule: ***“Save Early. Save Often.”***



To save the presentation along with the results, click **Save**.

To save the results in a new file, from the **File** menu click **Save As**. From the **Save As** dialog box, specify the filename and folder location, then click **Save**.

You can review the captured audience response data by viewing the slides in PowerPoint's preview pane.

You can also run Reports to analyze your captured response data. See *Chapter 8 – Error! Reference source not found.* for more details.

*Chapter 3 – Error! Reference source not found.* explains how to insert all the different types of Get Feedback Slides, along with special Get Feedback Objects (e.g. countdown clocks, response counters, correct answer indicators).

*Chapter 4 – Error! Reference source not found.* explains how to establish rosters of participants, and how to assign participants to teams for competitions and analysis using demographics and other attributes to filter the results.

*Chapter 5 – Error! Reference source not found.* explains how to add slides 'on-the-fly' at during your presentation, and how to pause and restart polling.

*Chapter 8 – Error! Reference source not found.* explains how [Get Feedback](#) can compile and help analyze your audience response data through a portfolio of powerful report templates.